

December 6, 2002

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

PUBLIC DEFENDER MANAGEMENT PROMOTION EXCEEDING 10 PERCENT INCREASE

Consistent with the August 4, 1998 Board approved policy on managerial salaries, we have reviewed and recommend Board approval of the Public Defender's attached request to promote Darolyn Jensen to Administrative Deputy, Public Defender (R11) at an annual salary of \$95,976. Pursuant to the policy, Board approval is required as the recommended salary increase exceeds 10 percent, but does not exceed the control point of the new salary range. Approval of this request will result in a 24.1 percent salary increase for Ms. Jensen.

Ms. Jensen will be promoted to a vacant budgeted position; therefore, the promotion will not result in additional net County cost. Although this promotion reflects a significant increase, it is twelve dollars higher than her highest paid subordinate and below the Control Point for this MAPP Range 11 position.

Ms. Jensen has a Bachelor of Science Degree in Finance and has over 15 years of experience with the County of Los Angeles. Ms. Jensen's County service includes positions with the Los Angeles Superior Court, the Chief Administrative Office, and the Executive Office of the Board of Supervisors. Ms. Jensen's knowledge of Los Angeles Superior Court operations, policies and procedures permits her to understand the environment and conditions under which attorneys with Public Defender's Office work, and the responsibilities of the Department to the Courts, the public and clients.

Each Supervisor
December 6, 2002
Page Two

Based upon the above, we recommend approval of the Public Defender's request. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by December 23, 2002, we will authorize the Public Defender to proceed with her promotion.

Please contact me if you have any questions or need additional information.

DEJ:DL
RMG:ljp

Attachment

c: Public Defender
Director of Personnel

Jensen-w.bm



MICHAEL P. JUDGE
PUBLIC DEFENDER

LAW OFFICES
LOS ANGELES COUNTY PUBLIC DEFENDER
CLARA SHORTRIDGE FOLTZ
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(213) 974-2811
TDD # (800) 801-5551

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ljp

November 22, 2003

To: Debbie Lizzari
Assistant Administrative Officer
Chief Administrative Office

From: Robert E. Kalunian
Chief Deputy

REK

SUBJECT: REQUEST FOR EXEMPTION FROM HIRING AND PROMOTIONAL FREEZE

In order to meet the critical needs of the Department, we are requesting authorization to promote Darolyn Jensen from Special Services Assistant II to Administrative Deputy, Public Defender (Item #1011A) at an annual salary of \$95,976 effective on or about January 2, 2003. If this request is granted, it will not impact our ability to remain within our 2002-03 budget allocation.

We are requesting authority to promote Ms. Jensen to the vacant budgeted Administrative Deputy, PD (R11) position at an annual salary of \$95,976, which is in the bottom of the second quartile and below the Range 11 Control Point. In addition to the 10 percent salary increase the department is authorized to give Ms. Jensen, we are requesting authority for an additional 14.1 percent salary increase. Ms. Jensen has been sitting against this position and performing the Administrative Deputy duties since August 1, 2002. Although this promotion reflects a 24.1 percent increase from Ms. Jensen's current salary, it is still below the control point for the position, and necessary for Ms. Jensen's salary to be \$1 a month higher than her highest paid subordinate. Consistent with county policy and practice, the department has always compensated managers at a level higher than their subordinates. In addition, as a member of the Department's Executive Staff and having the responsibilities associated with this level position, Ms. Jensen's salary will be the lowest paid Executive Staff Member, being compensated 34 percent lower than Executive Management Staff with a lower responsibility level and 37 percent lower than Executive Management Staff with an equivalent level of responsibility.

Ms. Jensen has a Bachelor of Science Degree in Finance. Ms. Jensen has over 15 years of experience in the County of Los Angeles, including service in the Los Angeles Superior Court, Chief Administrative Office, and Board of Supervisors. Ms. Jensen's knowledge of

Debbie Lizzari
November 22, 2002
Page 2

the Los Angeles Superior Court operations, policies and procedures allows her to understand the environment and conditions our attorneys work in, and the responsibilities of our department to the Courts, the public and our clients. Her experience in the Chief Administrative Office and Board of Supervisors has given her a level of expertise in County requirements, policies and procedures that is an extreme asset to our department. With this experience she is able to balance and meet the needs and requirements of our department to function in and be accountable to our clients, the Courts, the public and to the governing authorities of the County of Los Angeles. In addition, Ms. Jensen's past experience as the Chief Administrative Office analyst to this department has allowed her to immediately begin performing the duties of this position with a thorough knowledge and understanding of this department's administrative, operational, and fiscal structure, history, and issues. The department is currently benefitting from new practices and policies instituted by Ms. Jensen since assuming the duties of the Administrative Deputy.

In summary, Ms. Jensen's knowledge and experience in the operations, policies and procedures of the County of Los Angeles, Los Angeles Superior Court and Office of the Public Defender represent a perfect fit for the responsibilities of this position and the needs of our Department. The Department is extremely fortunate to have a candidate of Ms. Jensen's qualifications, background and ability to assume this position.

APPROVED:

Debbie Lizzari

Date

c: Rosemary Gutierrez

SALARY INFORMATION IN SUPPORT OF REQUEST

Administrative Deputy, PD - R11

	<u>1st Quartile</u>	<u>2nd Quartile</u>	<u>Control Point</u>	<u>3rd Quartile</u>	<u>4th Quartile</u>
Monthly:	\$6,963	\$7,834	\$8,704	\$9,575	\$10,445
Annually:	83,556	94,003	104,450	114,896	125,341

Ms. Jensen's Proposed Increase:

Current Annual Salary	\$77,364
Proposed Annual Salary	95,976
Percentage Increase	24.1%

Subordinate Pay:

	<u>Monthly Salary</u>	<u>Annual Salary</u>	<u>Ms. Jensen's Proposed Monthly Salary</u>	<u>Ms. Jensen's Proposed Annual Salary</u>	<u>Percentage Difference</u>
Marcus Leon	\$7,997	\$95,964	\$7,998	\$95,976	0.0%
Ron White	7,609	91,308	\$7,998	\$95,976	5.1%
Janet Yarbrough	7,078	84,936	\$7,998	\$95,976	13.0%
Wendy Edmisten	5,771	69,252	\$7,998	\$95,976	38.6%

Executive Management Staff:

		<u>Monthly Salary</u>	<u>Annual Salary</u>	<u>Ms. Jensen's Proposed Monthly Salary</u>	<u>Ms. Jensen's Proposed Annual Salary</u>	<u>Percentage Difference</u>
Higher Level Responsibility	Michael Judge	\$16,272	\$195,264	\$7,998	\$95,976	-50.8%
	Bob Kalunian	14,154	169,848	7,998	95,976	-43.5%
	Adolfo Lara	13,289	159,468	7,998	95,976	-39.8%
Equivalent Level Responsibility	Ronald Brown	12,495	149,940	7,998	95,976	-36.0%
	Laurence Sarnoff	12,523	150,276	7,998	95,976	-36.1%
	Melvyn Tennenbaum	12,808	153,696	7,998	95,976	-37.6%
Lower Level Responsibility	Michael Concha	12,174	146,088	7,998	95,976	-34.3%
	Winston Peters	12,174	146,088	7,998	95,976	-34.3%
	John Vacca	12,174	146,088	7,998	95,976	-34.3%
	Ronald Yorizane	12,174	146,088	7,988	95,856	-34.4%